

SURVEILLANCE OF NAF CONTRACTING

Base _____

Date _____

This report is in reference to AFMAN 64-302, unless otherwise noted. An electronic copy of the AFMAN is available on the AFNAFPO website or can be viewed through the Air Force publication website.

1. NAF REQUIREMENTS

a. Does each purchasing operation have available a complete set of the Commander's Smart Buy Program (CSBP) catalogs? Paragraph 1.3.	YES	NO	N/A
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b. Does the head of Services (e.g., squadron commander, division chief, or equivalent) hold periodic meetings with operating personnel to identify ways and means of improving NAF contracting procedures and also review the CSBP purchases? Paragraph 1.4	YES	NO	N/A
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2. NAF CONTRACTING OFFICER TRAINING AND PURCHASING AUTHORITY

a. Are the contracting officer(s) appointment reviewed annually by the Service's squadron commander, division chief, or equivalent. Paragraph 2.1.4	YES	NO	N/A
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b. Have termination letters been submitted to AFNAFPO upon PCS/move of contracting officer out of Services? Paragraph 2.1.4	YES	NO	N/A
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c. Does the contracting officer delegate purchasing authority in writing? Paragraph 2.4	YES	NO	N/A
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d. Are authorized contracting officers the only individuals signing contracts and purchase orders? Paragraph 2.4.5.	YES	NO	N/A
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3. NAF PURCHASING PROCEDURES USING CSBP

a. Are requirements for items available through the Essential Products Program (EPP) being purchased under these mandatory contracts? Paragraph 3.1	YES	NO	N/A
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b. Are the CSBP Nonappropriated Fund Purchasing Agreements (NPAs) being used as a primary source of supply for all non EPP items? Paragraph 3.1	YES	NO	N/A
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4. SERVICING CONTRACTING OFFICE (SCO)

a. Does the SCO provide contracting support and technical buying assistance to NAF activities upon request? Paragraph 4.1	YES	NO	N/A
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5. SPECIAL NAF REQUIREMENTS

a. Is price reasonableness determined for every purchase regardless of dollar amount? Paragraph 5.6.1	YES	NO	N/A
b. Is competition accomplished for purchases over \$5,000? Paragraph 5.6.2	YES	NO	N/A
c. Is a written brand name or sole source justification included in the purchasing records for those open market transactions over \$5,000 where competition was not accomplished? Paragraph 5.8	YES	NO	N/A

6. CONTRACT PROVISIONS

a. Are the contract clauses required for NAF purchases included in every transaction (other than credit card)? Paragraph 6.1	YES	NO	N/A
b. Are mixed funding requirements (APF and NAF dollars) purchased exclusively by your SCO? Paragraph 6.2	YES	NO	N/A

7. PURCHASE REQUEST (PR)

a. Are purchase requests being numbered correctly? Paragraph 7.2	YES	NO	N/A
b. Do all purchase requests contain a certification of fund availability before purchasing action is initiated? Paragraph 7.2.2.	YES	NO	N/A

8. SOLICITATIONS AND AWARD

a. Is the contracting officer providing identical information to all prospective offerors in the bidding process? Paragraph 8.1	YES	NO	N/A
b. Does the Blanket Delivery Order (BDO) specify the total estimated dollar amount? Paragraph 8.8.1	YES	NO	N/A

9. GOVERNMENT PURCHASE CARDS

a. Have all NAF cardholders been trained? Paragraph 9.3	YES	NO	N/A
b. Are all purchases with the NAF government purchase card under \$2,500 other than those authorized by AFMAN 64-302? Paragraph 9.4.1	YES	NO	N/A

10. BLANKET PURCHASE AGREEMENTS (BPAs)

a. Are all calls placed against the BPA limited to the dollar amounts authorized? Paragraph 10.1.2	YES	NO	N/A
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b. Are BPAs reviewed annually by the contracting officer to ensure compliance; and continuance of the agreement is warranted? Paragraph 10.2	YES	NO	N/A
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c. Are price lists for the BPAs kept updated? Paragraph 10.3.1	YES	NO	N/A
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d. Is a “receipt for goods” being sent to the paying office to support payment and discrepancies? Paragraph 10.3.4.1	YES	NO	N/A
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e. Is the contractor provided with a list of authorized individuals or position titles to make calls? Paragraph 10.3.6.	YES	NO	N/A
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11. SPECIAL TYPE CONTRACTS AND AGREEMENTS

a. Is legal review obtained for any changes to the entertainment contract format? Paragraph 11.2	YES	NO	N/A
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b. Is the contracting officer determining fair and reasonable pricing for entertainment contracts? Paragraph 11.2	YES	NO	N/A
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c. Is the contracting officer determining fair and reasonable pricing for Flight and Ground Instructors contracts? Paragraph 11.4	YES	NO	N/A
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d. Is the Individual Service Contract (ISC) format being used with a specified individual for his/her services requiring unique skills, experience, or knowledge? Paragraph 11.5	YES	NO	N/A
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e. Are the following criteria met before issuing an ISC? Paragraph 11.5 1- Only one individual is specified on the contract 2- Only one individual provides the services requested 3- The performance period does not cover more than a year 4- The ISC does not create an employer/employee relationship 5- The ISC is not used to contract for construction services 6- The 20 Common Law factors are adhered to when executing these type contracts	YES	NO	N/A
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f. Are requirements for nonpersonal service contracts over \$2,500 being forwarded to the SCO for execution? Paragraph 11.6.1	YES	NO	N/A
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12. CONTRACT ADMINISTRATION

a. Are requests for follow-up action taken within 7 days after the original delivery date of the purchase? For overseas activities, follow-up requests should be made within 30 days after the delivery date to the stateside port. Paragraph 12.2.2	YES	NO	N/A
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b. Is acceptance/rejection of goods and services accomplished within 5 days of delivery (unless otherwise specified on the contract)? Paragraph 12.3	YES	NO	N/A
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c. Have all pen and ink changes to contractual documents been initialed and dated by the contracting officer? Paragraph 12.5.1	YES	NO	N/A
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13. ELECTRONIC COMMERCE IN NAF CONTRACTING

a. Is the mandatory Internet Based Purchasing System (IBPS) or other electronic purchasing system being used for purchases? Paragraph 13.1	YES	NO	N/A
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Additional Comments/Recommendations:

For information on NAF regulations, contract format templates, or upcoming training, please visit our website at www.afnafpo.com.